



MANPOWER & PERSONNEL FLIGHT CIVILIAN PERSONNEL FACT SHEET

Tour Extension Requests Beyond Initial Overseas Tour

Current as of 7 April 2014

PURPOSE:

DoD established a policy of rotation for employees assigned to positions in the overseas area. This policy limits the period of authorized foreign area employment to 5 years unless an extension is granted.

AUTHORITY:

DoDI 1400.25, Volume 1230, 26 Jul 12

AF Manual 36-204

AF/A1 Policy Concerning Overseas Employment Requirements Memo, 14 Feb 14

PROCEDURES TO REQUEST OVERSEAS TOUR EXTENSIONS: (BASED ON TOUR OF DUTY FOR THE AREA/MAJCOM TO WHICH ASSIGNED)

PROCESS: Please see your Civilian Personnel Staffer for details on requirements.

1. Beyond Initial Tour – Up to 5 Years:

Approving Authority: Local Commander of the employee's assigned unit (Squadron/Group/Wing/Directorate)

Justification: The approval should be based upon mission needs.

2. Short-Term Extension (up to 6 months) Beyond Initial 5-year Tour:

A one-time request beyond the initial 5-year tour for centrally managed and non-centrally managed positions may be submitted for unforeseen circumstances, such as:

- Medical issues
- To allow children to complete the current school year
- To reach retirement eligibility date (SF-52 for Retirement and request for replacement fill must be submitted)
- Brief mission requirements



Approving Authority: Wing Commander, MAJCOM Director, or equivalent

- For employees with return rights, the CPS will notify the return rights activity of the approved short-term extension

3. **First Extension Beyond 5 Years (up to 7 years):**

- 12 months prior to DEROS for 24 months extensions and 9 months prior to DEROS for 12 months extensions, CPS coordinates request

Centrally managed:

- MAJCOM/CV (final approval authority)
- AF/A1 when MAJCOM/CV and AFCFM disagree

Non centrally managed:

- MAJCOM/CV (final approval authority)

4. **Beyond 7 Years Extension Requests:**

Centrally managed:

- MAJCOM/CV
- AF/A1 (through AF/A1PC) (with consultation with AFCFM)

Non centrally managed:

- MAJCOM/CV
- AF/A1 (through AF/A1PC) (with consultation with AFCFM)

General justification content for all requests beyond 5 years: Incomplete extension packages will be refused.

- Be prepared to provide extensive justification to accompany these extension packages.
- Organizations should make every effort to avoid requesting extensions beyond 5 years.